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85-0024/29

14 June 1985  
ADPP 133-85

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Acting Director of Finance

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SUBJECT: Follow-up on Excellence Suggestions

REFERENCE: A. DDA 85-1919, Memo to Office Heads from DDA, Dated  
30 May 1985, Same Subject

B. DDA 85-0024/22, Memo to EXDIR from DDA, Dated  
29 January 1985, Same Subject.

1. This memorandum responds to your reference A. request for a status report regarding early 1985 OF comments concerning excellence suggestions prepared by the Deputy Director for Science and Technology.

° Donation of Annual Leave: Although the reference B. comments contained some OF views, action on this item was assigned to OP and this office has no further comments to make on this matter.

° Revision of Time and Attendance Reporting: As stated in reference B, exception reporting continues to be actively considered for inclusion in the new ACIS payroll program. In addition to this on-going effort, OIT personnel are currently engaged in development of an interim electronic reporting system which can be used as a test-bed for further refinement of the process. As presently envisaged, time and attendance information would be keyed into a terminal located in the reporting component and electronically transmitted into the payroll system. The system would then compile the information into paper report form for the component. This hard-copy report would permit the required approvals for leave, overtime, etc., and provide a permanent record of the leave and work record which are required under GAO standards. It is planned that the system will be first utilized for only OIT reporting purposes. If, as anticipated, the OIT test is successful, the process will be expanded to other components as time and resources permit. Whether such a process represents the final system configuration to be incorporated into ACIS will be determined by the outcome of this preliminary testing and further developmental effort.

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2. Although totally committed to excellence, OF's efforts in experimenting with new concepts and ideas have been inhibited by the lack of personnel necessary to do these things. As resources become available, OF will dedicate itself to unencumber all aspects of Agency financial administration from unnecessary bureaucratic procedures.

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